

# N.U.in Ireland: FIE@DBS Visa Guide 2017

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## *U.S. Citizens*

*Please check with the Irish consulate in your region for the most updated Ireland visa requirements and processes. The information listed below is only a guide and does not constitute legal advice.*

## General Visa Information for Domestic Students

Ireland and the United States have a visa waiver agreement in place, which does not require American citizens to obtain an Irish visa before they travel to Ireland. However, as students will be in Ireland for a period longer than 90 days, they must register their presence in Ireland with An Garda Síochána after their arrival. By registering with the Gardai, students can legally live, study, and participate in Service-Learning in Ireland until the end of the N.U.in Program.

Students must register with the Gardai as soon as possible after their arrival to Ireland. In order to register, students must attend the Garda National Immigration Bureau (GNIB) Office, which is located in the city center near O'Connell Bridge (13-14 Burgh Quay, Dublin 2). A new appointment system has been set up to facilitate the registration process. In order to make an appointment students must go online to the following link <http://www.inis.gov.ie/en/INIS/Pages/new-immigration-appointment-system>.

Appointments are offered in a series of 1-hour slots each day. Students must select the date and time that suits and make the appointment. We recommend that students go online and make this appointment in advance of travelling to Ireland. Appointments are offered in a series of 1-hour slots each day. Students must select the date and time that suits and make the appointment. Foundation for International Education (FIE) will communicate with students regarding the timeframe in which to book this appointment. We recommend that students go online and make this appointment in advance of travelling to Ireland.

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**If possible, please choose an appointment time in the following blocks so as to not conflict with class times:**

- Monday, September 4 or 11, 2:15pm and later
- Tuesday, September 5 or 12, 12:15pm - 1:15pm or 5:15pm and later
- Wednesday, September 6 or 13, 1:15pm and later
- Thursday, September 7 or 14, 5:15pm and later

**Students unable to find appointment in the times allocated above can choose from the following. This may mean missing a class and professors must be informed beforehand.**

- September 4 to 7– Any time
- September 11 to 14 – Any time
- September 18 to 21 – Any time
- September 25 to 28 – Any time

Once the appointment has been made, students will receive a confirmation email. The student must bring a copy of this email with them on the day of their appointment. The email will also include a link to the list of documents the student must bring to his/her appointment and will include the following:

- (i) Passport- valid for at least 12 months after the student’s proposed date of arrival in Ireland. Please check *N.U.in* website for arrival date;
- (ii) Welcome letter from DBS stating the student’s full name, start date, end date, what the semester entails and how it fits into the overall programme, whether DBS is providing the students with accommodations, the degree of which the semester is a part of and the awarding University and confirming the student’s enrollment with DBS. DBS are also asked to bring their DBS student card and their “Cert of Attendance” letter, which can be printed from their SIS Student Web Account.
- (iii) Proof of health insurance (as above);
- (iv) Evidence in the required form that the student has sufficient funds (€7,000) to support them for the duration of their stay. Students who are coming to Ireland for less than six months will be required to demonstrate in the required form that they have access during the course of their studies to a minimum of €500 per month of stay or €3,000, whichever is the lesser. Please see the link below for further information regarding the evidence required.  
<http://www.inis.gov.ie/en/INIS/Student%20Finances.pdf/Files/Student%20Finances.pdf>
- (v) Payment fee of €300. Payment can be made by a specific bank giro form (which can be obtained at all registration offices) or by credit/debit card; and
- (vi) Proof of address in Ireland. The letter of enrollment from DBS will be regarded as sufficient proof of private medical insurance cover where it indicates that the student is part of the college group insurance scheme, that the student has paid the fees associated with such a scheme and where it provides a brief outline of the name of the insurance provider, level of coverage, etc. Coverage through Endsleigh is provided by the Foundation for International Education (FIE).. The student can also provide evidence of their own private health insurance policy if they choose to have additional coverage.

Students should arrive to the appointment 10 minutes early; if the student is late they may not be seen. Once students have successfully registered they will receive a GNIB registration card which they should bring with them if travelling outside Ireland during the duration of their studies as this will be required by airport immigration officials upon re-entry. The GNIB card will include the students name, address, a photograph, and residence details. Students will also receive a stamp in their passport that specifies the duration and conditions of their permission to remain in Ireland.

Students should be prepared to present items 1-4 above at immigration control at the airport in Ireland and should be able to also show evidence of a return ticket to their home country.

***Please note:*** Students are responsible for obtaining a valid visa or entry documents if applicable prior to the program start date. If they cannot obtain a valid visa or entry documents if applicable in time, then please refer to the N.U.*in* Withdrawal Policy and contact the N.U.*in* office to discuss next steps.

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